

# CITY OF MILTON-FREEWATER

PO Box 6 Milton-Freewater, OR 97862 541.938.8243

## POSITION ANNOUNCEMENT

- Position:** LIBRARY ASSISTANT
- Salary:** \$12.83 to \$15.59 hourly
- Duties:** Average seventeen hours. Performs clerical, technical, and paraprofessional duties related to the operation of a public library. Work evenings and Saturdays on a regular basis.
- Qualifications:** Knowledge of the organization of library materials employing Library of Congress Subject Headings, and the Dewey Decimal Classification system; the operation of Innovative Interfaces Millennium automated library systems for circulation, cataloging, and the public access catalog; the principles of selection of library materials, the ability to evaluate materials, and basic understanding of library collection development; knowledge of interlibrary loan procedures. Ability to perform basic reference interviews and searches; to provide basic reader's advisory services; to plan, organize, and conduct library-related children's activities.
- Experience and Training:** Experience as an assistant in a public or school library; graduation from high school or GED, or a satisfactory equivalent combination of experience and training.
- Method of Selection:** Evaluation of candidate's background from application form. Those applicants who appear best qualified as determined by a screening committee will be interviewed.
- Application:** Applications are available from City Hall, PO Box 6, 722 S. Main, Milton-Freewater, OR 97862, 541.938.8243 or on the City's website at [www.mfcity.com](http://www.mfcity.com). Applications must be received in the Human Resource Department by 3:00pm on Friday, September 25, 2009. Disability accommodations made in the recruitment process upon request.

# CITY OF MILTON-FREEWATER POSITION DESCRIPTION

## LIBRARY ASSISTANT

### GENERAL STATEMENT OF DUTIES

Performs under the direction of the Library Director, clerical, technical and paraprofessional duties related to the operation of a public library. Works evenings and Saturdays on a regular basis.

### SUPERVISION RECEIVED

Performs routine tasks independently, applying city and library policies and receiving minimum supervision from the Library Director. Seeks and receives guidance, supervision, and approval from the Library Director in performing higher-level duties and special projects.

### SUPERVISION EXERCISED

May be required to supervise at the discretion of the Library Director, other library employees and volunteers.

### EXAMPLES OF PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Selects books, periodicals and non-print media materials for the children's and young adult collections, subject to approval by the Library Director.
2. Plans, organizes and directs weekly programs for preschool children.
3. Plans, organizes, and directs summer reading programs for preschool, elementary and middle-school children.
4. Assists with the operation of the circulation desk as needed.
5. Processes interlibrary loan requests using manual and automated systems.
6. Assists with reference and reader's advisory services as needed.
7. Participates with Library Director in planning and evaluating library services.
8. May be required, at the discretion of the Library Director, to input account payable information for library purchases and library payroll hours.
9. Performs other duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the organization of library materials employing Library of Congress Subject Headings and the Dewey Decimal Classification System.
2. Knowledge of the operation of Innovative Interfaces Millennium automated library systems for circulation, cataloging and the public access catalog.

3. Ability to perform basic reference interviews and searches.
4. Ability to provide basic reader's advisory services.
5. Knowledge of the principles of selection of library materials; ability to evaluate materials; basic understanding of library collection development.
6. Ability to plan, organize and conduct library-related children's activities.
7. Knowledge of interlibrary loan procedures.

#### EDUCATION AND EXPERIENCE

Possession of a bachelor's degree from a regionally-accredited college or university, or an associate's degree from a regionally-accredited college or university, plus one year of full-time library experience, or an equivalent combination of education and experience.